



OFFICE OF THE SECRETARY OF DEFENSE  
WASHINGTON 25, D. C.

24 Aug. 1952

MEMORANDUM FOR THE DIRECTOR, OFFICE OF MILITARY ASSISTANCE  
THE DIRECTOR, OFFICE OF FOREIGN MILITARY AFFAIRS  
THE DIRECTOR, OFFICE OF NORTH ATLANTIC TREATY AFFAIRS  
THE DIRECTOR, OFFICE OF FOREIGN ECONOMIC DEFENSE AFFAIRS

SUBJECT: Directive to the Directors, Subordinate Offices of the  
Office of International Security Affairs

1. Reference is made to the DoD Directive 5132.1 establishing this office.
2. The purpose of this directive is to translate the referenced directive into instructions to the addressees so as to insure that the responsibilities of the Assistant to the Secretary of Defense for International Security Affairs are properly discharged. Attached hereto is a list of functions for all addressees, and an organization chart of OISA.
3. It is requested that action addressees take immediate steps to carry out the assigned responsibilities. As one of these steps, it is requested that an organizational manual be submitted for approval by 30 July 1952, which will include the detailed breakdown of responsibilities within each office, an organizational chart, and a manning table showing the assignment of personnel by name within each element of the office. This organizational manual should be coordinated, as necessary, with other interested offices of OISA.
4. It is realized that in an organization that must deal with such complex and inter-related matters as are covered by the referenced directive for OISA, there will be twilight areas of responsibility. The cooperation and mutual understanding of all personnel is required if the staff work is to be accomplished in a timely and effective manner without overlap, omissions, duplication and misunderstanding. I believe the importance of the work is such, from the viewpoint of national security, that we must make every effort to produce imaginative and coordinated staff actions. This means that we must maintain proper working relationships with each other and with all interested agencies in and out of the Department of Defense to the end that a minimum of matters will require resolution.

OSD Declassification/Release  
Instructions on File

Frank C. Nash  
Ass't. to the Secretary for  
Int'l. Sec. Affairs

Incls.